MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)
Date: 01/18/11
Time: 1:00 PM – 3:00 PM

Attendees: Ashley Buzzeo (CGIS), Jim Cannistra (MDP), Bill Farrington (DJS), Jason Keppler (MDA), Julia Lukens (DBED), Kenny Miller (DoIT), Cliff Mitchell (DHMH), Anthony Puzzo (Esri), Frank Siano (MDE), Brad Spittel (BMC) and Brad Wolters (DHCD)

AGENDA:

- 1:00 – 1:10 Introductions

- 1:10 – 1:20 Application Subcommittee Updates

- 1:20 – 1:30 Data & Resources Subcommittee Updates

    o   1:30 – 1:45 WFS Services Discussion

- 1:55 – 2:05 Outreach Subcommittee Updates

    o   2:05 – 2:20 MD iMap Twitter Discussion

- 2:20 – 2:30 Security Subcommittee Updates

- 2:30 – 3:00 Other Business

ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
"Mini" Annual Report for Technical Committee 2010 • Outline, summarize 2010 accomplishments, unfinished business and new initiatives • **Prepare approximately 10 PowerPoint slides for presentation to Executive Committee**	**Updated:** **1/18/11** **Submitted:** **1/4/11**	**Jim Cannistra; Ashley Buzzeo; Co-chairs**
Statewide GIS Strategic Plan	**Submitted:** **1/4/11**	**GIO**
• **Check for access of Exec. Comm. SharePoint site for Tech. Comm. Co-chairs**	**9/7/10**	**GIO**
ArcGIS 10 Migration • **CGIS is testing implications of migration** • **Further discussion is necessary concerning this topic**	**Updated:** **11/16/10** **Submitted:** **9/21/10**	**Technical Committee**

Application Subcommittee:

Description:	Date Assigned:	Follow Up By:
Developer Contact List • **List to be developed** • **Compile developer point of contact list**	Updated: 12/21/10 Submitted: 11/16/10	**Application Subcommittee, Kaushik Dutta**
Agency Agreement Concerning Posting of Code on MD iMap Portal • **See what documentation exists at other agencies**	Submitted: 10/19/10	**Technical Committee**
Agency Agreement Concerning Posting of Code on MD iMap Portal • **Check for documentation available from existing open API agreements**	Submitted: 10/19/10	**CGIS**
Rapid Application Prototype • **Proposal updates being implemented** • **CGIS to provide updated proposal based on comments** • **CGIS provided proposal for review and comment** • **CGIS to provide updated cost/hours estimate based on results of Q&A and discussion conducted during 10/19/10 Tech. Comm. meeting** • **CGIS to provide cost/hours estimate by next Tech. Comm. meeting** • **Obtain pricing, based on specifications of application, from CGIS and MES** **Email has been sent out to CGIS and MES from Kenny Miller – awaiting response** • **Consolidate list of requirements for a rapid application deployment option (Phase 1)** • **Email consolidated list of requirements to Tech. Comm.** **List has been generated and is available for review**	Updated: 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10 Submitted: 7/12/10	**GIO, Application Subcommittee, Technical Committee**
Flex Code Acquisition for MD iMap Portal • **Meeting to be scheduled to discuss next steps** • **Excel spreadsheet inventory being produced by CGIS and MES** • **Actively being pursued** • **Obtain Flex code from CGIS and MES for MD iMap-based applications**	Updated: 1/4/11; 12/21/10; 12/7/10; 11/16/10 Submitted: 10/19/10	**Kaushik Dutta**
Comment on Developer's portion of MD iMap Portal • **Review and provide email comments to Lisa Lowe concerning developer's page that has been added to the MD iMap Portal**	Submitted: 8/4/10	**Technical Committee**

Data & Resources Subcommittee:		
Description:	**Date Assigned:**	**Follow Up By:**
Point of Interest/Place Name Geocoder • **Ashley Buzzeo will work with Brad Wolters to determine if this composite geocoder will meet these additional search criteria needs**	**Submitted: 1/18/11**	**Ashley Buzzeo; Brad Wolters**
WFS Services • **Agency sharing policy needed; Exec. Comm. to be consulted**	**Submitted: 1/18/11**	**GIO; Exec. Comm.**

WFS Service Testing • **Follow up concerning process testing and provide feedback to Tech Comm**	**Submitted: 1/4/11**	**Ashley Buzzeo, Brad Wolters & Frank Siano**
Web Mercator Data Service Projection • **Assess costs in labor and storage for creation of MD iMap data services (except imagery) in Web Mercator projection**	**Submitted: 1/4/11**	**CGIS**
Metadata Services • **Forward electronic list to group** • **Updated list to be provided by Friday, 1/7/2011** • **Updated list to be provided at 1/4/2011 meeting** • **Remaining "offenders" actively being pursued** • **Resend email to "offenders" to complete metadata** Email resent and follow-up by Kenny Miller to occur • **MDP has provided metadata for all their services on MD iMap** • **Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap** • **Email sent to Kenny** • **Agency leads from Tech. Comm. to make progress** o **Direct contact of data owners** • **A listing of services for which metadata is needed was provided. It was discussed that some metadata may not be available from the data producers. This is especially true for parcel data. Metadat at the service level will be written by MDP for parcel data to go along with the MD iMap refresh process**	**Updated: 1/18/11; 1/4/11; 12/21/10; 10/5/10; 8/3/10; 7/12/10; 6/22/10; 5/18/10** **Submitted: 4/20/10**	**Data and Resources Subcommittee; Co-chairs**
Cached Map Services • **Draft email to be sent out concerning changes to on-demand/cached services**	**Updated: 12/7/10** **Submitted: 11/16/10**	**Data & Resources Subcommittee Chair**
Basemap Template Upgrade/Gazetteer Service Update • **Submit additional comments for updates to Ashley Buzzeo** • **Obtain most up-to-date county boundary from SHA** • **Add state and county boundaries and Interstate and US Highways for all states adjacent to Maryland and NJ** • **Comments for changes should be sent to Ashley Buzzeo** • **Meeting to be scheduled to discuss next steps** • **Upgrade basemap using Esri template**	**Updated: 1/4/11; 12/21/10** **Submitted: 10/19/10**	**CGIS; Data & Resources Subcommittee**
Google Urchin • **Check with Lisa Lowe to make sure she is able to handle additional questions that might come through the contact links from the Portal page (Tech Comm Co-Chairs)** • **Contact Ashley Buzzeo, Scott Jeffrey or Brad Davis with additional comments and clarifications needed to be included in the reports, so they are understandable to those viewing reports from the Portal (Tech**	**Updated: 12/7/10; 11/16/10; 10/5/10; 9/21/10** **Submitted:**	**GIO; CGIS; Technical Committee**

	9/7/10	
Comm) • **Manual has been generated for extracting web analytics from Google Urchin** • **Manual submitted for review by Technical Committee** • **Actively working on clarifying categories to be included on report** • **Provide categories to be included in statistical output report** Categories have been provided to CGIS by GIO Meeting to address scheduled for 9/22/10 at CGIS		

Community Mapper
 • **Revisit in 6 months**
   o **How many counties were approached?**
   o **How big is the hole of Maryland?**
 • **State of MD will not be participating in program based on inability to sign agreement based on Esri's current terms**
	Updated:
	 10/19/10;
	 10/5/10;
	 9/21/10
	
	 Submitted:
	 9/7/10
		Technical Committee

Application Submission Documentation • **Review and provide comments to CGIS**	Submitted: 11/16/10	**Technical Committee**

Education & Outreach Subcommittee:		
Description:	**Date Assigned:**	**Follow Up By:**
• **Link to Merlin needs to be added to MD iMap Portal webpage**	Submitted: 12/21/10	**Lisa Lowe**
• **Discuss adding a feedback button to MD iMap Portal webpage**	Submitted: 12/21/10	**Outreach Committee; Lisa Lowe**
Email Blast • **Generate an email including a brief explanation of the Tech. Comm's vision and the Portal web address** • **Blast email to extended GIS community** • **Include updated Vision document**	Updated: 9/7/10; 5/18/10 Submitted: 4/20/10	**Outreach Subcommittee**
• **Recruit participants** • **Obtain feedback concerning how to improve upon current outreach strategies** • **Email potential new members directly**	Updated: 5/18/10; 4/20/10 Submitted: 3/16/10	**Outreach Subcommittee**
• **Proactive Marketing of MD iMap**	Submitted: 9/21/10	**Outreach Subcommittee**

Security Subcommittee:		
Description:	**Date Assigned:**	**Follow Up By:**
Charter	Submitted:	**Security Subcommittee**

• Generate a charter	12/7/10	

Security Model		

• Additional documentation needed to address:
    ○ Cost of Delay
    ○ Justification of security (limitations, efficiencies)
    ○ Needs Assessment to determine groups and definitions
• Schedule meeting for Friday, October 22, 2010 to formalize document and format presentation for October 27, 2010 Exec. Comm. meeting
• Generate detailed document and presentation for October 27, 2010 Exec. Comm. meeting
• Document for presentation to Exec. Comm. at Oct. meeting
• Demo accompanying document to Exec. Comm. at Oct. meeting
• In progress, to be submitted by next Tech. Comm. meeting (10/5/10)
	Updated:
	10/27/10;
	10/19/10;
	9/21/10
	
	Submitted:
	8/3/10
		Security Subcommittee

COMPLETED ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
Charter • Final updates to be implemented by Ashley Buzzeo • Final updates being implemented • Final versions to be submitted and reviewed for acceptance • Updates to be made based on comments by 10/29/10 • Email to Tech. Comm. for comments • Generate a charter	Updated: 1/4/11; 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10 Submitted: 6/22/10	Application Subcommittee
Charter • Final version has been submitted • Final versions to be submitted and reviewed for acceptance • Updates to be made based on comments by 10/29/10 • Email to Tech. Comm. for comments • Generate a charter	Updated: 1/4/11; 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/21/10; 9/7/10 Submitted: 4/6/10	Data Subcommittee
Charter • Final updates being implemented by Ashley Buzzeo • Final versions to be submitted and reviewed for acceptance	Updated: 1/4/11; 12/21/10; 12/7/10;	Outreach Subcommittee

• **Updates to be made based on comments by 10/29/10** • **Email to Tech. Comm. for comments** • **Generate a charter** • **In progress, to be submitted by next Tech. Comm. meeting (10/5/10)**	**11/16/10;** **10/19/10;** **10/5/10;** **9/21/10** **Submitted:** **4/20/10**	

Introductions
- *Round-the-room.*

Application Subcommittee Updates:
Rapid Application Prototype
- **Updated proposal from CGIS by 2/1/2011**

Maryland Department of Planning Application Updates
- **GrowthPrint expected to be released in the next couple of weeks**
  - **Currently getting sign-off within department**
  - **Get button and write up on MD iMap Portal**

Data & Resources Subcommittee Updates:
Web Mercator Projection
- **VIPER (State of Virginia) using Esri online maps for public safety sector**
  - **Converted all their data to Web Mercator projection**
- **Action Item: CGIS assess Web Mercator data support (costs and size requirements on server) – CGIS**
  - **CGIS staff including Mark Helmken and Ken Juengling are currently aware and assessment documents are being prepared**
    - § **Cache in new projection (additional services), not convert all data over to new projection**

Metadata
- **Updated list provided of metadata "violators"**
- **Action Item: Forward electronic list to group – Co-Chairs**
  - **Suggestion made again to threaten to turn off service is do not comply with data submission policy as it pertains to metadata**

WFS Services
- **Data Interoperability extension – portions are free at 9.3.1**
- **Testing by Ashley Buzzeo, Frank Siano and Brad Wolters**
- **Enable WFS at service level allowing for downloading of data**
  - **Contact owners of data to be made downloadable**
  - **Documentation for download**
    - § **Permissions, Tracking, Sign-off/Release**
      - • **Difficult to track users because of design of infrastructure with load balancers**
    - § **How to handle an agency set to release another agency's data, contact originator agency**
    - § **Existing policy? (verbal?, written?) – overarching MD iMap policy available?**
    - § **Action Item: Agency sharing policy needed; Exec. Comm. to be consulted – GIO**

- § Some other solutions include:
  - Metadata has written this into it
  - Agency MOUs already established have this documented
- § Suggest if it's okayed by owner agency, it's okay to download or owner's site is referenced for downloading the data directly from the source
  - Already publicly available through other means
- § Includes a derivative of someone else's data and rereleased or resold – need to discuss how this should be handled

Cache-on-demand
- Will work to get MDP applications tested this week for reinforcement that implementation should be straight forward and not negatively affect existing applications
- By end of this month, will turn cache-on-demand on on the production server

Basemap Update
- At Feb. 1 MD iMap Tech Comm meeting samples will be provided, hopefully a live demo will be available
  - o Labeling being worked out
  - o Colors have been selected
- County boundaries to use – SHA doesn't have an updated layer
  - o Land area boundary published by SHA – available on MSGIC site (shoreline, not into Bay)
    - § Came with boundary study document

Google Urchin
- Roll out of putting reports on portal
  - o % uptime of system, by applications also available for posting
    - § Feb. 15 would have data up to end of previous month (for example)

Point of Interest/Place Name Geocoder
- Composite geocoder on pre-release for review
- Action Item: Ashley Buzzeo will work with Brad Wolters to determine if this composite geocoder will meet these additional search criteria needs

Outreach Subcommittee Updates:
Twitter
- Standard wording for specific, repeatable actions
- What else to push out?
  - o Marketing
  - o Service Alerts
  - o Work to get more people following
    - § Same things posted on portal
  - o MDP submitted a document of Twitter quote and Portal quote for posting
  - o Tweet minutes are available
  - o Lisa Lowe, Kenny Miller and Ashley Buzzeo have accessibility to post on MD iMap Twitter account
  - o MSGIC Quarterly meeting – market following MD iMap Twitter account
    - § Tiny URL – limits URL length for Twitter posts

Other Business:

ELA Update

- **Close on terms and wording (finalize within next two weeks)**
- **Don't yet know how to pay for it (Sec. of Budget & Manangment & Governor's Office to figure this out)**
- **Nothing expected to happen before FY2011 (July 1)**
    - **Funding doesn't affect universities or K-12 (2 separate other ELAs)**
- **Proceed individually and reactive refund or payment transfer after ELA is finalized**

Ramona

- **Roll out Ramona training plan being put together**
- **Grant money has become available to push forward**
- **Historic Photo Inventory (MES spearheading effort) – Larry Swift**
    - **Survey to be brought up at next MSGIC meeting**
    - **Questions about aerial imagery attributes on survey**
        - § **Might be seen as double effort**
        - § **Might be seen as a way to subsidize information**
    - **Can customize questions for your state's data submission on Ramona**
        - § **Combine the two efforts?**
    - **New version of Ramona to be rolled out within weeks**
        - § **Allow users to indicate if data is a service and what type of service it is**
- **GIS Inventory Tool presentation to take place Monday, Jan. 24, 2011 at BMC (Contact Brad Spittel for additional information)**

Executive Committee for 2011

- **Distribution standards and policy for data download**
- **How to interface with Google world?**
- **Next meeting scheduled for Feb. 23, 2011**
    - **Action Item: Mini annual report presentation (Jim Cannistra, Ashley Buzzeo, Co-chairs)**
        - § **Outline, summarize 2010 accomplishments, unfinished business and new initiatives**
        - § **Secondary benefits of using MD iMap**
        - § **Quotes from "happy customers"**

Statewide GIS Strategic Plan

- **Brainstorming session could potentially occur during MSGIC Quarterly meeting**
- **Last strategic plan available is from 2007**

-END MEETING-